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Community Action & Pride Grant Application

Cycle 19

**Applications Due:
Monday, February 28, 2005
5:00 p.m.**

Release date: January 31, 2005

For more information, please contact:

Grants Unit
Parks, Recreation and Neighborhood Services
4 North Second Street, Suite 600
San José, CA 95113
408-277-4693

APPLICATION PACKET TABLE OF CONTENTS

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APPLICATION PROCESS AND TIMELINE

ACTIVITY	DESCRIPTION	DATE
Application Release	<p>The Community Action and Pride (CAP) Application is currently available at the front desk of:</p> <p>City of San José Parks, Recreation and Neighborhood Services 4 North Second Street, Suite 600 San José, CA 95113</p> <p>Applications can also be downloaded from the internet at: http://www.sanjoseca.gov/prns/nsinfo.htm#cap</p>	January 31, 2005
Application Workshops	<p>The workshop is designed to review the application packet and provide assistance to groups in completing the application. Attendance at one of these workshops is not required but strongly encouraged, especially for first-time applicants. Please call 277-4693 to sign-up.</p> <p><i>Location:</i> Parks, Recreation & Neighborhood Services 4 North Second Street, Sixth Floor San José, CA</p> <p><i>Location:</i> Mexican Heritage Plaza, Technology Room 1700 Alum Rock Avenue San José, CA (Para direcciones llame al 928-5500)</p>	<p>English February 14, 2005 6:30 p.m.-7:30 p.m.</p> <p>Español February 16, 2005 6:30 p.m.-7:30 p.m.</p>
Technical Assistance	Staff will be available to answer questions regarding the application by phone or email.	January 31, 2005 – February 24, 2005
Deadline for Submission of Applications	<p>Completed applications must be submitted at:</p> <p>City of San José – Parks, Recreation and Neighborhood Services, 4 North Second Street, Suite 600, San José, CA by 5:00 P.M. sharp! No applications will be accepted after this deadline.</p> <p>Submit one (1) original Application Packet and four (4) copies. Be sure to include the Application Cover Sheet and all requested Attachments.</p> <p>All applications must be submitted to a Grants Unit staff person, who will review for completeness and issue a receipt of acceptance. <i>(continued on next page)</i></p>	February 28, 2005 5:00 p.m.

Deadline for Submission of Applications (continued)	FAXED, EMAILED, POST MARKED, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Technical Assistance <u>will not</u> be available on the day applications are due.	
Application Review	The CAP Committee will review applications.	March 3, 2005 – March 18, 2005
Hearing	Should the CAP Committee require clarification on proposed projects, the Committee will invite applicants to a hearing.	March 22, 2005
Notification Letters	Notification or award letters will be emailed to the contact person listed on the Cover Sheet of the application.	March 28, 2005
Appeals Process	Applicants wishing to appeal the decision must declare their concerns in writing within 10 business days of receipt of notification of funding determination. Applicant may submit a written appeal stating items being appealed and the reason why the funding decision should be reconsidered. The CAP Committee will review the appeals and forward a recommendation to the Director of the Department of Parks, Recreation, and Neighborhood Services (PRNS). The decision of the PRNS Director is final and will be communicated in writing to the applicants within 10 business days after receiving the CAP Committee's recommendation. Letters of appeal must be submitted via email, fax or in person by April 8, 2005 to: Zulma Maciel, Senior Analyst Email: zulma.maciel@sanjoseca.gov Fax: (408) 287-4510	March 28, 2005 – April 8, 2005
Grant Award Checks Available	All grant agreements will be developed and ready for grantee signature. Grant checks will be distributed at this time.	April 29, 2005

Contact Information

Workshop Reservation: Rajvir Dosanjh
408-277-4693
Rajvir.Dosanjh@sanjoseca.gov

Technical Assistance: Cynthia Ludwig / Norman Satake
408-277-4693
Cynthia.Ludwig@sanjoseca.gov
Norman.Satake@sanjoseca.gov

General Information

A. PURPOSE STATEMENT

The City of San José is committed to the renewal of neighborhoods. The City believes that the power to transform neighborhoods and to shape the future of neighborhoods lies in strengthening the civic participation of individuals. The mission of the Community Action & Pride (CAP) Grant Program is to promote the development of healthy and self-reliant neighborhoods by supporting residents to unify for action, actualize their collective power, and create community-based solutions to meet the long-term physical, social, and economic challenges of the neighborhood. The CAP program provides financial support to help resident-based groups conduct activities that build or strengthen the neighborhood organization, improve neighborhood conditions, or address issues important to neighborhood quality of life.

B. CAP GRANT COMMITTEE

The CAP Grant Committee is comprised of representatives from the following agencies:

- City of San José Code Enforcement
- Community Foundation of Silicon Valley
- Neighborhood Development Center
- Our City Forest
- Senior Commission
- United Neighborhoods of Santa Clara County
- Volunteer Center of Silicon Valley

The role of the CAP Grant Committee is to:

- Approve policies related to the CAP Program;
- review all applications and make funding recommendations to staff and Director of Parks, Recreation and Neighborhood Services (PRNS);
- participate in “Appeals Hearing” and make recommendations to the Director of PRNS; and
- serve on the Committee for a maximum of three (3) years.

C. GRANT AMOUNT REQUESTS

Minimum grant request: None

Maximum grant request: \$25,000

D. PUBLIC RECORD

Responses to this RFP become property of the City of San José and shall become a matter of public record.

PART I

Entry Criteria

A. ELIGIBILITY

To be eligible for a CAP grant, you must meet each of the following criteria:

- Your organization must be an eligible applicant;
- You must propose an eligible activity; and
- You must be able to comply with the grant requirements.

B. ELIGIBLE APPLICANTS

Projects must be neighborhood-based, and must involve resident volunteers living in that neighborhood. To be eligible to apply for CAP funding, your group must meet one or more of the following conditions:

- be a neighborhood association or property owner association with a record of resident participation which operates for charitable purposes working to improve the neighborhood; **or**
- a group of residents who are interested in forming a neighborhood association; **or**
- a group of residents or school volunteers who are interested in working together on neighborhood projects to help build community pride.

To be eligible, your group must meet one of the following conditions:

- have an open bank account in the name of the association; **or**
- have a Fiscal Agent with an open bank account in its name willing to apply on your behalf. (The Fiscal Agent must meet all eligibility criteria.)

C. NEIGHBORHOOD ASSOCIATION / PROPERTY OWNER ASSOCIATION

A Neighborhood Association is a voluntary organization of residents in the same area who work together to improve and maintain the quality of life in the neighborhood. This does not include business owners or people who work in the area.

Property Owner Associations are eligible if they are working closely with their tenants, including them in meetings and project planning. Property Owner Associations must contribute matching funds of at least 50% of the total project cost. This grant will fund items and activities that build community cohesion; it will NOT fund items that are the owner's responsibility, such as physical improvements.

D. INELIGIBLE APPLICANTS

The following entities are NOT ELIGIBLE to receive CAP funding:

- Government agencies
- Non-profit organizations not acting as a Fiscal Agent for a neighborhood group
- Private for-profit businesses, business associations, and corporations

PART II

Eligible Services

A. ELIGIBLE ACTIVITIES

Grants are available for neighborhood efforts that strengthen or build community within the goals of the CAP program listed above. This may include, but are not be limited to, items/activities such as:

- Support for neighborhood improvement Projects;
- Newsletters;
- National Night Out;
- Neighborhood cleanups and celebrations;
- United Neighborhoods of Santa Clara County Membership Fees;
- Community projects involving youth;
- Sports programs;
- Public safety activities;
- Association web pages - This is available for a maximum of two (2) years, provided a representative from the neighborhood attends the Web Page Training coordinated by the City's Neighborhood Development Center – 408.392.6771.
- Post Office Box rental and voice mail box for up to two years. This is available only for groups less than one year old.
- Landscaping projects, including plants, trees, containers, fencing, walkways, benches, tables, fountains, decorative structures and irrigation systems

B. INELIGIBLE ACTIVITIES/ITEMS

CAP Grant funds may **not** be used for the following activities or items:

- Purchase of computers, software, digital cameras, or any expendable equipment (exceptions may be made for youth sports leagues on a case-by-case basis);
- Ongoing operating costs (includes meeting support costs and facility use fees for regular association meetings;
- Hiring of contractors unless approved in advance (see requirements for approval under Grant Requirements, page 8);
- Salaries, or hiring of personnel to assist in the project
- Transportation costs, admission fees, or ticket prices;
- Uniforms, costumes, or items that will be gifted to residents;
- Fiscal agent fees;
- Hiring of staff;
- IRS or government fees;
- Political campaigns;
- Plants for individual property owners
- Permanent playground equipment; and
- Any activity with a religious message or theme.

PART III

Grant Requirements

A. NEIGHBORHOOD RESOURCES

Applicant groups are expected to invest some of their own resources in the form of volunteer labor, cash, or donations from outside sources.

- Volunteer labor is valued at \$16.00 per hour. Skilled trained labor may be valued at its prevailing cost rate.
- Applicants being funded for the first or second time must contribute matching funds of at least 25% of the total amount requested from CAP.
- Applicants being funded beyond the second time must contribute matching funds of at least 50% of the total amount requested from CAP.
- Property Owners Associations must contribute matching funds of at least 50% of the total project cost.

B. NEIGHBORHOOD ASSOCIATION BANK ACCOUNT

Applicants must have (in the name of the neighborhood association) an open and operational bank account by the application due date. Applicants must be able to provide proof of the bank account, such as a deposit slip. Applicants without a bank account may apply through a Fiscal Agent who has a bank account and is willing to accept fiscal responsibility for the grant. The Fiscal Agent must meet all eligibility criteria. **Proof of bank account must be attached to the application, following the budget page.**

C. NEIGHBORHOOD ACADEMY TRAINING

If your neighborhood group receives a grant from the CAP Grant Program, a representative of your group is required to attend Series One of the City's Neighborhood Academy. These training classes are held once a week for four consecutive weeks and are an opportunity for your group to develop a strong and successful core of volunteers. Advanced courses are available for repeat grantees that have previously attended the Neighborhood Academy. There is no charge to your group to attend these classes and you do not have to complete this requirement prior to beginning your project.

D. NOTICE OF UNDERSTANDING

If awarded a CAP grant, a representative of your group must sign a "Notice of Understanding" (NOU) describing the funded project and terms of the grant. By signing the NOU, grantees agree to adhere to the grant requirements. Project must be completed within one year of receipt of funds. It is expected that grant recipients for this CAP Cycle 19 will commence the projects in May 2005 and complete the projects by April 2006.

E. GRANT AWARD CHECK

If funded, your grant award check will be valid for 90 days; you must cash the check within this time period. The grant award check may be reissued one time **with good reason**, upon the approval of CAP Grant Program staff. If the second check is not cashed before it expires, the grant award will be considered forfeited.

F. CHANGES TO AGREEMENT

If, after being awarded a CAP grant, your association would like to make major changes to the funded project (e.g. use your grant funds for any item not listed in your application, or retain unexpended funds for another purpose) you must submit a “Change Request” to the Grants Unit. Staff will review change requests with final approval by the Director or a designee. A major change is one that modifies a budget by more than 10% of the total grant amount, or materially changes the scope of the original grant request. When a change to a scope of service is proposed, it must reflect an eligible activity.

Change requests will be accepted quarterly and must be submitted by the first Friday of the beginning month of the quarter based on a calendar year (January, April, July, October). Late requests will be held for review in the following quarter.

G. GRANT EXTENSION

Extension requests must be submitted in writing and will be reviewed by staff with final approval by the Director or a designee.

Each grantee will be considered for one (1) extension per grant award, limiting the extension to one (1) year. If a current CAP grant recipient has not fulfilled the CAP requirements or completed the funded project(s) within the approved time frame, the recipients grant application will not be considered for the immediate grant year. Grant extensions must be submitted to staff a minimum of two (2) months prior to the expiration for the grantees Notice of Understanding (NOU).

H. OUTSIDE CONTRACTOR

A grantee may hire a contractor to perform some work on a project only if the grantee has received prior approval by the Parks, Recreation and Neighborhood Services Director or designee. To prevent conflicts of interest, your neighborhood association may not hire any contractor who is a member of the community served by your association. This includes contractors who reside in your community as well as contractors whose businesses are located in your community. The community is defined as the area served by your neighborhood association (i.e. the street boundaries defined by your group). In addition, there must be a written agreement or contract between the grantee and the hired contractor, specifically stating the scope of work to be performed, the amount to be paid to the contractor, the timeline for delivery of services, and the fact that no employer/employee relationship is being created or implied. Contractor will be required to provide an affidavit that he/she is not a resident of the neighborhood and that his/her business is not located in the neighborhood.

I. FINAL GRANT REPORT

Grantees must complete a Final Grant Report upon completion of the project. **Receipts (or copies of receipts) for all expenses MUST accompany the Final Grant Report.** Ineligible expenses and expenses not accompanied by a receipt must be reimbursed to the City.

PART IV

Application Instructions

To apply for funds, please hand deliver one (1) original and four (4) copies of your proposal to the PRNS office by 5:00 p.m. on Monday, February 28, 2005. Any proposal that is late, fails to meet entry requirements or fails to follow submission instructions WILL NOT be considered for funding. You must obtain a receipt to confirm acceptance of your application.

Proposals must be delivered to:

Parks, Recreation & Neighborhood Services
4 North Second Street, 6th Floor
San José, CA 95113

Copying: Original proposal must be printed on one side of the paper, while all four copies must be printed on both sides of the paper.

REQUIRED COMPONENTS

FORM A – Cover Sheet

The Cover Sheet must be completed and submitted with the proposal.

FORM B - Narrative

The Narrative section contains questions that must be answered within the stated page limits. Include the question you are answering along with each response. You are strongly encouraged to type your answers, using no less than 12-point font. Please label each page of the narrative section with the name of your organization and the page number at the top.

Groups requesting funds for Youth Sports Leagues or Landscaping and Beautification projects must answer the additional questions on page 15.

FORM C - Budget

The Budget page must be submitted with the proposal. Applicant groups are expected to invest some of their own resources, either in the form of volunteer labor or cash from outside sources. Volunteer labor is valued at \$16.00 per hour. Skilled trained labor may be valued at its prevailing cost rate.

- Applicants being funded for the first or second time are required to contribute matching funds (or labor) of at least 25% of the total amount requested from CAP.
- Applicants being funded beyond the second time are required to contribute matching funds (or labor) of at least 50% of the total amount requested from CAP.
- Property Owner Associations must contribute matching funds of at least 50% of the total project cost.

The budget must include an itemized breakdown of how the grant funds will be spent, if approved.

EXAMPLE

Activity	CAP Request	Applicant Contribution (include volunteer hours)	Total Budget
<i>Example</i>			
1. Clean-Up Day			
Clean-Up Supplies	\$300	\$300	\$600
Dumpsters (\$550 x 6)	\$1,650	\$1,650	\$3,300
Volunteer Labor (25 people x 3 hours each)		\$1,200	\$1,200
2. Food for Celebrations	\$300		\$300
3. National Night Out			
Food	\$50	\$150	\$200
Banner	\$35	\$40	\$75
4. 12 Newsletters	\$1,250	\$1,120 in volunteer labor (5 people x 14 hours each)	\$2,370
TOTAL BUDGET	\$3,585	\$4,460	\$8,045

FORM D – Schedule of Activities

The Schedule of Activities must be submitted with the proposal. Your group must delineate the activities and timeline for completing the proposed project(s). The term of the CAP agreement will be May 2005-April 2006.

FORM E - Fiscal Agent Statement of Responsibility Form

If your group is applying through a Fiscal Agent, you must attach a signed copy of the Fiscal Agent Statement of Responsibility Form. The Fiscal Agent must meet all eligibility criteria, and must attach a deposit slip or other proof of bank account.

ATTACHMENT – Proof of Bank Account

Applicants must be able to provide proof of the bank account, such as a deposit slip. Proof of bank account must be attached behind the budget page (Form C).

ATTACHMENTS 1-4 – Landscaping and Beautification Projects

As an incentive to foster a greater sense of pride in the community and to reestablish the colorful, fruitful heritage of San José, “The Garden City,” CAP provides grant awards for beautification projects that:

- Are highly visible to the general public
- Provide educational and enrichment opportunities for residents and visitors
- Promote tree planting and preservation
- Enlist community participation
- Secure long-term maintenance assurances
- Promote anti-graffiti and anti-litter through landscaping

If any part of your proposal contains a request for funds for landscaping and beautification projects, the following attachments must be submitted with the proposal:

Attachment 1: A letter size (8.5 x 11) landscape plan approximately “to scale” that includes a species list of plants and specific locations where each one will be planted.

Attachment 2: Submit at least 4 photographs from different vantage points to best illustrate current conditions.

Attachment 3: School projects must include a letter from an authorized School District representative (Director of Facilities, Maintenance or Superintendent) stating acceptance of the project and its maintenance.

Attachment 4: Written permission from property owners to perform work on their property. This includes private property, City of San José, CalTrans, or County of Santa Clara.

LETTER OF COMMITMENT

School projects must include a letter from an authorized district representative (Director of Facilities, Maintenance, or Superintendent) stating acceptance of the project and its maintenance.

PART V
Forms

FORM A – *Required*

FORM B – *Required*

FORM C – *Required*

FORM D – *Required*

FORM E – *If applicable*

FORM A – Cover Sheet

CAP Grant Application

Name of Association: _____ Amount Requested: \$ _____

Project Name: _____

City Council District: _____ SNI Area (if applicable): _____

Contact Person: _____ Phone: (Day) _____ (Evening) _____

Address: _____ City: _____ Zip: _____

Email: _____

Treasurer, or Person Responsible for Administering CAP Grant: _____

Treasurer's Phone: (Day) _____ (Evening): _____

Name of Agency Acting as Fiscal Agent (if any): _____

Fiscal Agent Contact Person: _____ Phone: _____

Email: _____

CAP Funding History:

Cycle _____	Year _____	Grant Amount \$ _____	Completed ____ yes ____ no
Cycle _____	Year _____	Grant Amount \$ _____	Completed ____ yes ____ no
Cycle _____	Year _____	Grant Amount \$ _____	Completed ____ yes ____ no

Incomplete proposals will not be accepted.

YES	NO	COMPONENTS CHECKLIST	
<i>Required</i>			
<input type="checkbox"/>	<input type="checkbox"/>	Form A	Cover Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Form B	Narrative
<input type="checkbox"/>	<input type="checkbox"/>	Form C	Budget
		Form D	Schedule of Activities
<input type="checkbox"/>	<input type="checkbox"/>	Attachment	Proof of Bank Account (Neighborhood Association or Fiscal Agent)
<i>If applicable</i>			
<input type="checkbox"/>	<input type="checkbox"/>	Form E	Statement of Fiscal Agent Responsibilities Form
<input type="checkbox"/>	<input type="checkbox"/>	Attachments 1-4	Landscaping and Beautification Projects only
<input type="checkbox"/>	<input type="checkbox"/>	Letter	Letter of Commitment for school projects only
		Optional	Newsletters, press clippings, photographs, or neighborhood plans (no more than 3 items)

FOR OFFICE USE ONLY

Date rec'd _____ Staff Initials _____

Proposal # _____

FORM B – Narrative

APPLICATION QUESTIONS

Page Limit: 1 page for answers to question #1 and #2

1. Describe the project; specific activities and items you are requesting funding for.
2. Provide details of how you expect to implement the proposed activities and the role the community will have to successfully complete the project(s).

Page Limit: 1 page for answers to questions #3 and #4

3. Describe how your group contributed to the design of the proposed activities. How was the group involved in the planning process?
4. What are your group's goals for the neighborhood? Describe how the proposed neighborhood project(s) or activities will help you meet these goals.

Page Limit: 1 page for answers to questions #5 and #6

5. Describe how you will measure the outcome of the proposed activities. For example, how will you document improved neighborhood conditions, or keep track of the increase in number of residents involved, (i.e. surveys, sign-in sheets, before and after pictures).
6. Describe two or three things your group has accomplished in the last 12 months. How have these activities helped to build your group and make your neighborhood stronger?

Page Limit: 1 page for answers to questions #7 and #8

7. Describe how and why your neighborhood group started. If your group is new, explain why you are trying to form a group in your neighborhood.
 8. Describe your neighborhood group's development in the past 1-2 years. How has your membership increased or decreased during the past year?
-

FORM B – Narrative <i>continued</i>
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Youth Sports League Project Description

*Groups requesting funding for a sports league must answer the following questions:
(2-page limit)*

1. What sport activity do you plan to provide?
2. What youth will be eligible to participate (age, neighborhood resident)?
3. Who will supervise or coach the participants and what is their experience?
4. Will you provide training for officials?
5. What has your group done to secure team uniforms?
6. List the equipment required for the sports program and describe how the equipment will be stored and maintained.
7. Describe your first aid response capability.
8. What other sports programs exist in your area for the targeted youth?
9. How will having a youth sports league improve your neighborhood?
10. Have your adult volunteers undergone a background and fingerprint check?
(For fingerprinting information visit the website below.)
<http://www.sccgov.org/channel/0,4770,chid%3D16088%26sid%3D12655,00.html>

Landscaping and Beautification Project Description

*Groups requesting funding for a beautification project must answer the following questions:
(1-page limit)*

1. Who will be responsible for maintaining the project during the next three (3) years?
2. Describe how you have coordinated your project with Our City Forest and/or the City Arborist where applicable, and/or with the City's Planning Department regarding necessary permits for your project.

FORM C – Budget

Name of Association/Organization: _____

Project Name: _____

Activity	CAP Grant Request	Applicant Contribution (include volunteer hours)	TOTAL Budget
TOTAL BUDGET	\$	\$	\$

FORM D – Schedule of Activities

MONTH AND YEAR	ACTIVITY
May 2005	
June 2005	
July 2005	
August 2005	
September 2005	
October 2005	
November 2005	
December 2005	
January 2006	
February 2006	
March 2006	
April 2006	

FORM E – Statement of Fiscal Agent Responsibility
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Community Action and Pride Grant
Fiscal Agent Statement of Responsibility

Grant Cycle: 19

NAME OF ASSOCIATION/ORGANIZATION:

NAME OF FISCAL AGENT: _____

FISCAL AGENT CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

By agreeing to act as the fiscal agent for the above-named CAP Grantee, I agree (on behalf of my organization) to be fiscally responsible for the funds awarded to Grantee by the City's CAP grant program. I agree to abide by all CAP Grant guidelines and requirements, of which I have received a copy. I affirm that the organization I represent is an eligible CAP grant applicant, based on the information provided in the Grant guidelines. I agree to be responsible for returning any grant funds which have been expended inappropriately, or which are not supported by a receipt. Any funds remaining at the end of the project will also be returned to the City in a check made payable to *Community Foundation of Silicon Valley*. I also understand that CAP funds are not to be used to pay fiscal agent fees.

Signature of Fiscal Agent

Date

Signature of Grantee

Date

PART VI *EVALUATION CRITERIA*

Applicants will be evaluated on how well they meet the following:

A. Alignment with Purpose Statement. The proposed project is consistent with the Purpose Statement (included on page 4).

B. Eligibility. Applicant and proposed projects must meet all eligibility criteria as outlined above. Applicant must have an open bank account by the application due date.

C. Leverage. Applicant must provide the appropriate amount of funding leverage or volunteer labor (25% for first and second time funded, 50% after that).

D. Project Feasibility. In evaluating each application, the following items will be taken into consideration:

- Project Management: Is there a suitable and specific plan in place? Is the person overseeing the project experienced and capable?
- Budget: Is the amount of funding requested appropriate for the proposed projects; sufficient and not excessive?
- Association Experience: If previously funded by CAP, how successful was the group in completing the project?
- Permission of Property Owner: Applicants must have obtained the written permission of property owners for any landscaping, beautification, or physical improvement work they plan to do. This requirement applies whether the property owner is a private resident, a business, or the City of San José. See the attachment entitled "Landscaping/Beautification Projects" for specific requirements.
- Detailed Plans: Applicants must provide detailed plans for each project, particularly for landscaping or physical improvement projects. See the attachment entitled "Landscaping/Beautification Projects" for specific requirements.

E. Community Involvement. Were residents involved in planning the proposed projects? Will residents be involved in the implementation of the projects? Do the proposed projects aim to bring residents together to solve problems and take greater control of their neighborhood?

F. Duplication. Are there other funding sources more appropriate for the type of projects being proposed? Do the proposed projects duplicate a service regularly performed more cost-effectively by the City or another organization within San José?

PART VII

Local Grants for Neighborhood Groups

This is a list of grant programs that may be helpful to your association in obtaining other funding. List updated January 2005.

San José Beautiful

Matching grants for beautification and landscaping. Funding cycles in fall and spring. Grants up to \$2,000. Contact Margaret Wagenet at 277.5208. www.sjbeautiful.org

Sharks Foundation (San Jose Sharks)

Financial support to those organizations that enhance the lives of local youths. Grants between \$2,500 and \$25,000. Applications will be available in September. Please check the website for deadline information. Call Rob James at 287.7070. www.sjsharks.com (Click Community, then Sharks Foundation links).

The Valley Foundation (Columbia Foundation)

Serves pressing human needs within the Santa Clara County Community. Funding cycles are quarterly. Grants between \$10,000 and \$100,000. Contact 408.358.4545. www.valley.org.

Community Arts Fund (Arts Council Silicon Valley)

Provides grants for the support of volunteer-based community arts activities. To help strengthen small and mid-sized organizations whose primary purpose is to produce and arts and cultural program. To increase the depth and diversity of community participation in the arts. Funding cycles are held in March. Grants are awarded up to \$3,000. Contact Diem Jones at 998.2787 x207. www.artscouncil.org

Applied Materials Excellence in the Arts (Arts Council Silicon Valley)

Leadership and Organizational Enhancement.

Funding for special projects, not on-going support. Examples: support for consultants for fundraising or marketing, professional development or board training. Grants range from \$500-2,500. No deadlines. Contact Diem Jones at 998.2787 x207. www.artscouncil.org

Artistic and Program Excellence.

Awards support exceptional projects that demonstrate artistic and programmatic excellence. Contact Diem Jones at 998.2787 x207. www.artscouncil.org

Organizational Enhancement Fund (Arts Council Silicon Valley)

(Different from similarly named fund above.) Provides grants to sustain the professional development of small and mid-sized arts organizations, promote art and business excellence and support diverse cultural activities. Funding up to \$10,000 depending on size of organization. Deadline February 7, 2005. Contact Diem Jones at 998.2787 x207. www.artscouncil.org

Partners for Success (Community Foundation Silicon Valley)

Supports K-6 public schools planning to improve early literacy. Increases the number of students reading at grade level by the third grade. Funding cycle in January. Grants up to \$10,000. Contact Maya McCray at 278.0280. www.cfsv.org

Organizational Effectiveness Grants (Community Foundation Silicon Valley)

Grants to support ways in which an agency can provide services in more effective or efficient manner. Awards up to \$5,000 for single organizations and \$10,000 for two or more organizations. Funding cycles ongoing. Contact Maya McCray at 278.0280. . www.cfsv.org

Neighborhood Grants (Community Foundation Silicon Valley)

Funds Neighborhood Associations with priority given to under-served communities. Promotes the development of healthy and self-reliant neighborhood by supporting residents working together to solve physical, social, and economic challenges. Funding cycle in September. Grants between \$500 and \$5,000. Contact Melissa Downey at 278.2255. . www.cfsv.org

Community Impact (Community Foundation Silicon Valley)

Support new program startup or program expansion in one or more of the Foundation's focus areas. Funding cycles in March and October. Grants up to \$25,000. Contact Maya McCray at 278. 0280. www.cfsv.org

Knight Foundation (Community Foundation Silicon Valley)

Strengthen and improve our local communities through more extensive and focused resident action. Enable residents to become agents for change and to take initiative in solving problems and supporting good ideas in their neighborhood. Funding cycles ongoing. Grants between \$500 and \$5,000. Contact Maya McCray at 278.0280. . www.cfsv.org

John S. and James L.Knight Foundation, Community Partners Program

Knight Community Partners Program funds grants in San Jose to support the well-being of children and families through opportunities for youth development and resources for parents. Contact John R. Williams II, 562.426.9433. www.knightfdn.org

CompassPoint

CompassPoint Nonprofit Services is a nonprofit training, consulting and research organization with offices in San Francisco and San Jose. Services include a funding library, trainings in grant writing and other funding development skills, non-profit development, conferences, consulting, and funding E-newsletters ([Food for Thought](#) and [Silicon Valley Food for Thought](#)) and useful information for nonprofit boards ([Board Cafe](#)). 408.248.9505 www.compasspoint.org

Foundation Center

This nation-wide resource organization with an office in San Francisco provides a wealth of information on funders, offers an extensive program of trainings in grant writing and other funding development skills, and maintains an on-line funding service entitled the Foundation Directory On-Line. 415.397.0902 www.fdncenter.org